



Finance Committee Meeting Commission Chamber - 2/9/2016

ATTENDANCE:

Present: Hons. Guilfoyle, Chairman; Sias, Vice Chairman; Frantom and Hasan, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

FINANCE

1. Presentation by Ms. Anne Calhoun regarding the 1945 Pension.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Sean Frantom	Passes

2. Discuss Fleet contract. (Requested by Commissioner M. Williams)

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to refer this item back to the Administrator to look at a plan and prepare a presentation regarding the benefits of bringing the fleet management program back in-house and come back with a report at the first meeting in March.	Commissioner Sammie Sias	Commissioner Sean Frantom	Passes

Motion Passes 4-0.

3. Motion to approve the minutes of the Finance Committee held on January 26, 2016. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. Hasan out. Motion Passes 3-0.	Commissioner Sammie Sias	Commissioner Sean Frantom	Passes

4. Discuss a proactive cautionary approach in dealing with the Ford Motor Company recall of Ranger Pickups due to faulty airbags. Plan to immediately discontinue the operation of any such vehicle in our fleet until appropriate action can be taken. Identify the number of vehicles involved and determine an interim replacement strategy. (Requested by Commissioner Lockett) **Item Action:** Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve authorizing the acceleration of a replacement plan for the vehicles that have been identified as problematic in 2015 and for those that the city has not received replacement airbags. Mr. Frantom and Mr. Guilfoyle vote No. Mr. Hasan out. Motion Fails 1-2.	Commissioner Sammie Sias	Commissioner Wayne Guilfoyle	Fails

5. Motion to approve funding time line for SPLOST 7 projects. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve with			

Approve the deletion of the
projects that were
inadvertently included.
Motion Passes 4-0.

Commissioner
Sammie Sias

Commissioner
Ben Hasan

Passes

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Finance Committee Meeting
2/9/2016 1:05 PM
Attendance 2/9/16

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available
in the Following
Accounts:

REVIEWED AND APPROVED BY:

1-26-16

Dear Ms. Bonner.

Could not get your e-mail to go thru.

This is to request a meeting with the Richmond County Finance Committee. Please let me know the date and time.

Thank you for your help.

Sincerely

Mrs. Thad Calhoun, Jr.
(Anne)

P.S.

I got your e-mail



**Finance Committee Meeting
2/9/2016 1:05 PM
Anne Calhoun**

Department: Clerk of Commission

Presenter:

Caption: Presentation by Ms. Anne Calhoun regarding the 1945 Pension.

Background:

Analysis:

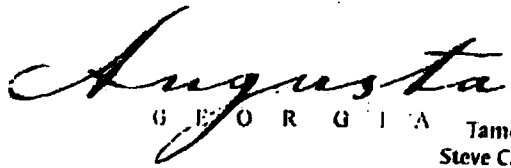
Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Office of the Administrator

Tameka Allen, Interim Administrator
Steve Cassell, Interim Deputy Administrator

Room 801 - Municipal Building
530 Greene Street - AUGUSTA, GA 30901
(706) 821-2400 - FAX (706) 821-2819
www.augustaga.gov

March 18, 2014

Mr. Ron Crowden
Fleet Manager
1568 Broad Street
Augusta, GA 30904

Dear Ron:

The Augusta-Richmond County Commission, at their regular meeting held on Tuesday, March 18, 2014 took action on the following items.

15. Approved using Motorola to find a buyer for the Motorola Gold Elite Consoles that have been replaced at the 911 Center. (Approved by Finance Committee March 10, 2014)
25. Approved First Vehicle Services provide fleet maintenance services for Augusta, Georgia. (No recommendation from Finance Committee March 10, 2014)

If you have any questions, please contact me.

Yours truly,

A handwritten signature in black ink, appearing to be "Tameka Allen", written over a circular stamp or seal.

Tameka Allen
Interim Administrator

03-18-14: #15, #25

cc: Ms. Donna Williams
Mr. Dominick Nutter

AGREEMENT FOR FLEET MAINTENANCE SERVICES
FOR AUGUSTA, GEORGIA

This agreement is made and entered into as of this 15th day of December, 2014, by and between Augusta, Georgia, a political subdivision of the State of Georgia, (herein referred to as "Augusta"), and First Vehicle Services, Inc., 600 Vine Street, Suite 1400, Cincinnati, Ohio 45202, (herein referred to as "Contractor").

SECTION ONE
GENERAL TERMS AND CONDITIONS

Augusta and the Contractor, for the consideration stated herein, agree as follows:

1. **AGREEMENT TERM AND TERMINATION:** The duration of the Agreement will be from 1 January, 2015 to December 31, 2016, for a period of 24 months. Further this agreement may be renewed, expanded and extended by mutual written agreement in annual increments, provided that the funds for subject Agreement are available and an operating budget is approved by the Augusta Commission and that the Contractor has established a satisfactory record of performance.
2. **GENERAL DESCRIPTION OF SERVICES:** The Contractor shall provide the full range of fleet maintenance services to Augusta as set forth in the "Scope of Work" at Section 2.
3. **DEFINITIONS:** Where the following terms occur herein, the intent and meaning shall be as follows:
 - a. **Augusta:** shall mean Augusta, Georgia, a political subdivision of the State of Georgia.
 - b. **Contractor:** shall mean First Vehicle Services, Inc.
 - c. **Cost Target:** shall mean the sum of \$3,040,540.00 for the calendar year 2015, \$3,125,056 for the calendar year 2016, if applicable pursuant to Section 7 hereof.
 - d. **Surety:** shall mean the party who is bound with and for the Contractor to ensure the payment of all obligations and lawful debts pertaining to and for this Agreement.
 - e. **Performance and Payment Bond:** shall mean the security approved by Augusta and furnished by the Contractor as a guarantee that the Contractor will execute the work in accordance with the terms of this Agreement and will pay all lawful claims.
 - f. **Fleet Manager:** shall mean the designated representative of Augusta with the Authority to direct the Contractor in the daily performance of the Agreement, but shall have no authority to direct the time, manner, or method of performance.
 - g. **Fleet:** Shall mean all of the units listed in the equipment table of the Request for Proposal (RFP) and provided in electronic format (excel spreadsheet) of the RFP, and units that may be added to or deleted from the Augusta fleet.
 - h. **Agreement Documents:** The documents that will form the Agreement includes: the "Request for Proposal", all attachments thereto, the proposal by First Vehicle Services, Inc. and the signed Agreement (ref: paragraph 2.16, page 33, Request for Proposal, RFP Item #13-225).

- i. **Target Services (Contract Services):** Target services are generally those routine vehicle maintenance and repair activities that are reasonably predictable and therefore lend themselves to projection and estimation. Examples of target services include, but not limited to: preventive maintenance services, failures due to fair wear and tear, remedial repairs, compliances, etc. Repairs necessitated by predictable, normal deterioration incurred during the proper operation use of the vehicle and equipment in proper applications.
 - j. **Non-target Services (Non-Contract Services):** are generally variable in nature and therefore are not predictable; they are also generally dependent on the actions or decisions of individuals other than those who are providing maintenance services, such as vehicle operators and management personnel, and therefore, often avoidable. Non-target services include accident repairs, modifications or fabrications to vehicles, vandalism, repairs from operator abuse, repairs required to extend the life of the vehicles or equipment beyond the normal life cycle or adjusted life expectancy agreed upon and attached hereto.
4. **Performance & Payment Bond:** The successful bidder shall furnish a Performance and Payment Bond executed by a Surety Company duly authorized to do business in the State of Georgia, in an amount equal to at least one hundred-percent (100%) of the annual firm-fixed contract amount, within 15 calendar days of the Notice of the Award. Said bond shall be in full force and effect during the term of this agreement and shall be issued on an annual basis. No contract shall exist until the Augusta Commission receives a duly executed Performance Bond made payable to the Augusta Commission. Failure to provide the Performance Bond as indicated will result in the offer being ruled null and void and the award shall be made to the next most responsive respondent. **Payment Bond:** A Payment Bond shall be executed in the full amount of the annual firm-fixed amount of the agreement for the protection of all claimants supplying labor and materials in the prosecution of the work. The Performance and Payment Guaranty shall be conditions upon the following:
- a. if the Contractor performs this agreement between the Contractor and Augusta for the deliverables at the times and in the manner prescribed in this Agreement and;
 - b. promptly makes payments to all claimants supplying the Contractor with goods, labor, materials, or supplies, used directly or indirectly by the contractor in the prosecution of and providing the deliverables specified in this Agreement and;
 - c. pays Augusta all losses, damages, expenses, costs and attorney fees including appellate proceedings in accordance with this Agreement, Augusta sustains because of default by the Contractor under this Agreement and;
 - d. provides all deliverables under this Agreement in the time specified in this agreement and such deliverables are accepted by Augusta as provided for in this Agreement. then the Performance and/or Payment Bond are released; otherwise they remain in full force.
5. **Actions Under Default:** To the extent provided for this Agreement, if the Contractor shall be and is declared to be in default under this Agreement, and the Augusta Commission has performed its obligations hereunder, the funds available under the Performance Bond and Payment Bond may be immediately claimed in their entirety and used by the Augusta Commission as needed to remedy the default, or may be used to:
- a. complete this Agreement in accordance with its terms and conditions; or
 - b. obtain a proposal(s) for performing this Agreement in accordance with its terms and conditions, and at Augusta's option, arrange for a contract between such proposer(s) and Augusta and make sufficient funds available as work progresses whether or not there is a default or succession of defaults under any agreement(s) or contract(s) for completion less the balance of this agreed price.

6. Contractor's Relationship to Augusta).

- a. **Contractor as Independent Contractor:** it is expressly agreed and understood that the Contractor is in all respects an Independent Contractor as to the work and that the Contractor is in no respect an agent, servant or employee of Augusta. This contract/agreement specifies the work to be done by the Contractor, but the method utilized to accomplish the work shall be the responsibility of the Contractor
- b. **Subcontracting:** The Contractor may subcontract services to be performed hereunder with the prior approval of the Fleet Manager, which shall not be unreasonably withheld. No such approval will be construed as making Augusta party of, or to, such subcontract, nor shall approval be construed as subjecting Augusta to liability of any kind to any Subcontractor. No subcontract shall, under any circumstance, relieve the Contractor of its liability and obligation under this contract/agreement; and despite such subcontracting Augusta shall deal through the Contractor, and Subcontractors will be dealt with as workmen and representatives of the Contractor.

7. TERMINATION (Other): This Agreement may be terminated by the Augusta Commission without cause upon providing the Contractor with at least thirty (30) days prior written notice. Should either party fail to perform any of its obligations under this contract for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting party will have the right to terminate the Agreement immediately upon delivery of written notice to the defaulting party of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

8. Severability: If any term or position of this Agreement is found to be illegal and unenforceable, such terms shall be deemed stricken and the remainder of the Agreement shall remain in full force and effect.

9. Manner of Performance-General: The Contractor agrees to perform its duties and obligations under this contract in a professional manner and in accordance with all applicable local, Federal and State laws, rules and regulations. The Contractor agrees that the services provided in this Agreement shall be provided by employees that are educated, trained, experience, certified (ASE-EVT), and licensed in all areas encompassed within their designated duties. The Contractor will furnish all documentation, certification, authorization, license, permit or registration currently required by applicable laws or rules and regulations. The Contractor further certifies that they and their employees will keep all license, permits registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this contract. Failure of the Contractor to comply with the section shall constitute a material breach of this Agreement.

10. Augusta Representative: Unless provided otherwise elsewhere in this Agreement, Augusta authorizes the Fleet Manager as the representative to act on behalf of Augusta on all matters relating to this Agreement and/or services being performed hereunder. The Fleet Manager shall decide all questions, which may arise as the quantity, character and quality of services performed or to be performed pursuant to this agreement.

11. Inspection of Work: The Contractor shall furnish Augusta's authorized representative with every reasonable opportunity to determine whether the work is performed in accordance with the requirements of the Agreement. Augusta may appoint qualified persons to inspect the Contractor's operations and equipment, and the Contractor shall permit the authorized representative(s) to make such inspections at a reasonable time and place.

12. Agreement Discrepancy: Verbal notification of an Agreement discrepancy will be made to the Contractor's General Manager or designee as soon as a discrepancy is identified. The Project

Manager shall immediately resolve the problem. The Fleet Manager will determine whether a formal Discrepancy Report shall be issued. If a Report is issued, it will be mailed or hand delivered to the Contractor's General Manager. Upon receipt of the Report, the Contractor is required to respond in writing to the Fleet Manager within the time period specified, acknowledging the reported discrepancy or presenting contrary evidence and presenting a program for immediate correction of all failures of performance identified in the Report. The Fleet Manager will make the determination if the response to the Discrepancy Report is appropriate and resolves the discrepancy reported. Responses that are determined to be unresponsive or inappropriate will be referred back to the General Manager in writing with the reason for inappropriateness. The General Manager will be provided another opportunity to resolve the issues raised. The Fleet Manager has the authority to apply a reasonable penalty, including monetary deductions to the monthly invoice as appropriate to the Discrepancy. When this is done the Contractor will be notified in writing with full justification and the amount to be deducted. The Fleet Manager's decision shall be final. Nothing in this paragraph is meant to limit either party's rights to pursue any action in a Court of Law.

13. **Insurance:** Prior to the commencement of the Agreement, the Contractor shall obtain and keep in full force and effect until the termination of the Agreement, the following insurance with an insurance company licensed and/or qualified to do business in the State of Georgia, as evidenced by the Certificate of Insurance and/or certified copies of the insurance policy(ies). The Augusta Commission shall be named as an additional insured on all liability policies for claims specifically arising under the Agreement.
- a. Workers Compensation: statutory minimum limits.
 - b. Employers Liability: minimum of \$1,000,000 combined single limit.
 - c. Commercial General Liability: Minimum of \$2,000,000 combined single limit of Bodily Injury and Property Damage per occurrence. (Damages to Rented Premises [each occurrence], Medical Expense [any one person-\$5,000], Personal & Adv injury, General Aggregate, and Products-Comp/Op agg).
 - d. Automobile Liability: Minimum of \$1,000,000 combined single limit of Bodily Injury and Property Damage per occurrence including the following: owned automobiles, hired automobiles, and non-owned automobiles.
 - e. Garage Keepers Liability: (any auto) a minimum of \$1,000,000 per occurrence.

14. **Other Insurance Provisions:**

- a. Each insurance policy required under this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice has been provided to Augusta. If the policy is cancelled for non-payment of premium, only ten days notice is required.
- b. Worker's Compensation and Employer's Liability Coverage: the insurer shall agree to waive all rights of subrogation against Augusta, its officials, employees and volunteers for losses arising from the activities under this contract.
- c. Certificates of Insurance and Endorsements affecting coverage required by this clause shall be forwarded to the Fleet Manager, 1568 Broad Street.

15. **Controlling Law:** The law of the State of Georgia shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

16. **Venue:** All claims, disputes, and other matters in question between Augusta and the Contractor arising out of or relating to this Agreement, or breach thereof, shall be decided in the Superior Court of

Richmond County, Georgia. The Contractor, by executing this Agreement, specifically consents to jurisdiction and venue in Richmond County and waives any right to contest the venue in the Superior Court of Richmond County, Georgia.

17. Georgia Prompt Payment Act: The terms of this Agreement supersede any and all provisions of the Georgia Prompt Payment Act.

18. Temporary Suspension or Delay of Performance of Contract: To the extent that it does not alter the scope of this Agreement, Augusta may, unilaterally order a temporary stopping of the work, or delaying of the work to be performed by the Contractor under this Agreement.

19. Liquidated Damages: Contractor agrees to pay as liquidated damages to Augusta the sum of \$100 for each consecutive calendar day that the contractor fails to perform in accordance with the terms of this Agreement, except for authorized deviations by Augusta. The liquidated damages set forth herein are not intended to compensate Augusta for any damages other than inconvenience and loss of use or delay in service. The existence or recovery of such liquidated damages shall not preclude Augusta from recovering other damages in addition to the payments made hereunder which Augusta can document as being attributable to the documented Contractor failures. In addition to other costs that may be collected, Augusta may include costs of personnel and assets used to coordinate, inspect, and re-inspect items within this Agreement as well as attorney fees.

20. Prohibition Against Contingent Fees: Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business and that Contractor has not received any non-Augusta fee related to this Agreement without the prior written consent of Augusta. For breach or violation of this warranty, Augusta shall have the right to annul this Agreement without liability or at its discretion to deduct from the agreement price of consideration the full amount of such commission, percentage, brokerage or contingent fee.

21. Amendment: Contractor acknowledges that this contract and any changes to it by amendment, modification change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners and approval of the Mayor. Under Georgia law, Contractor is deemed to possess knowledge concerning Augusta. Georgia's ability to assume contractual obligations and the consequences of Contractor's provision of goods or services to Augusta, Georgia under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility the contractor may be precluded from recovering payment for such unauthorized goods or services. Accordingly, Contractor agrees that if it provides goods or services to Augusta, Georgia under a contract that has not received proper legislative authorization or if the Contractor provides goods or services to Augusta, Georgia in excess of any contractually authorized goods or services, as required by Augusta, Georgia's Charter and Code, Augusta Georgia may withhold payment for any unauthorized goods or services provided by the Contractor. Contractor assumes all risk of non-payment for the provision of any unauthorized goods or services to Augusta, Georgia and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to Augusta, Georgia, however characterized including, without limitation, all remedies at law or equity.

22. Local Small Business: In accordance with Chapter 10B of the Augusta, GA Code, Contractor expressly agrees to collect and maintain all records necessary for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia. The requirements of the Local Small Business Opportunity program can be found at www.augustaga.gov, in accordance with Augusta, GA Code § 1-10-129(d)(7), for all contracts where a local small business goal has been established, the Contractor is required to provide local small business utilization reports. Contractor shall report to Augusta, Georgia the total dollars paid to each local small business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors as may be requested by Augusta, GA. Such documents shall be in the format specified

by the Director of minority and small business opportunities, and shall be submitted at such times as required by Augusta, Georgia. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

SECTION TWO

SCOPE of WORK

1. **General:** The Contractor shall provide preventive maintenance, proactive and reactive remedial repairs, mobile service, tire service, overhaul services, fleet in-processing and de-commissioning, towing, fleet maintenance management and such other associated services as may be required to assure the continuity of effective and economical operations of Augusta's vehicles and equipment. The Contractor shall furnish all necessary supervision, labor employee training, technical service manuals, parts supplies and sub-contract work required to maintain the fleet in a state of repair and service consistent with generally accepted fleet practices and as define in this Statement of Work. In addition, the Contractor shall use and maintain a permanent, detailed, automated record for each vehicle, (using the CCG Systems- FASTER software program) provided by Augusta.
2. **Preventive Maintenance:** A preventive maintenance Inspection (PMI) program is a systematic approach to inspecting a vehicle at planned intervals. This scheduled maintenance is a planned servicing of equipment to maximize vehicle efficiency and to ensure compliance to the established standards set forth by equipment manufacturers and to meet Federal, State and local regulations.
 - a. The primary goal of preventive maintenance is to maximize the equipment availability of the fleet by taking a proactive approach in minimizing unscheduled repairs.
 - b. The PMI program shall be designed in accordance with recognized good fleet management practices and shall meet the terms and conditions necessary to comply with the original equipment manufacturers (OEM) specifications or stricter warranties and recommendations, but may be modified by the Fleet Manager.
 - c. **PM Cycle and Costing:** The preventive maintenance program/schedule shall, as a minimum, comply with the equipment/vehicle manufacturer's recommendation as published in the owner's/service manual. In general, vehicle PM services will be on a 5,000 mile or 6 month (whichever is first) rotation. Equipment with hour-meters will be serviced at 250 hours or 6 months (whichever comes first) and non-motorized equipment (example: trailers) will be serviced annually. Service requirements will be in accordance with the manufacturers recommended services from the operator's or service manual. PM services will be included in the contract cost. The costing of services and supplies should take into consideration the requirements of the manufacturer for the type of equipment/vehicle. In every case a safety inspection will also be conducted as a part of the service.
 - d. The Contractor is responsible for developing and providing a PM schedule, notifying the user, and performing required maintenance, preventive maintenance, or inspections without requiring any other authority. The schedule should interfere minimally with normal work schedules and must be flexible considering the requirements of the departments. Departments should be notified monthly of which vehicles and equipment require PM services. The current methodology is by email with an attached Excel spreadsheet form. The Fleet Manager will be advised of vehicles and/or equipment that were scheduled but not provided by the user for the service. This will be done monthly and the format will be mutually agreed upon by the Contractor and Fleet Manager.

3. **Hourly Inspections:** Maintain hourly equipment within compliance of the OEM specifications or as necessary, based on historical data. The format for this type of inspection will be mutually agreed upon by the Contractor and Fleet Manager within thirty days of startup.
4. **Annual Inspections:** The Contractor will inspect and test all other required gasoline and diesel power-operated equipment on an annual basis in accordance with Federal, State and local laws. Inspections and tests shall be performed by the Contractor in Augusta owned Maintenance Facilities by properly authorized and trained mechanics, or by authorized inspectors from outside sources. The Contractor shall perform these inspections within the fixed price of the Agreement. The Contractor may elect to perform these tests if their employees have been properly trained. Copies of all current certifications must be given to the Fleet Manager prior to commencement of performing the inspections. If no Contractor employee is trained and certified to perform these tests, the Contractor will subcontract these services to a qualified outside source. The cost of performing these inspections by outside vendor will be borne by the Contractor (Target Cost). The Contractor is required to provide for the following mandated annual inspections:
 - a. Aerial boom and bucket testing
 - b. Crane and derrick truck testing
 - f. Shop crane and hoist testing
 - g. Other annual testing as required by the manufacturer with respect to specialty equipment.
5. **Inspection Continuity:** The Contractor will ensure continuity of inspections by performing the required annual inspections in the same month of the previous year's inspection for each piece of equipment. It is expected the Contractor will schedule all mandated inspection in such a way as to limit equipment downtime. The Contractor may work with the affected department directly to establish the best schedule and time for the inspections. The Contractor will maintain the results of the inspection in the equipment's file.
6. **Oil Analysis:** The Contractor will perform a scheduled oil analysis with a reputable outside company on all engines, transmission and differentials on wheeled vehicles above 26,000 GVW and every piece of tracked equipment in the Augusta inventory. The oil analysis program can be used by the Contractor to determine when fluids should be changed; therefore, substituting the normal PM cycled timeframes. The Contractor will recommend to the Fleet Manager any vehicles or equipment recommend for the oil analysis program designation.
7. **Repairs:** Contractor shall make specific repairs to vehicles and equipment that have been identified through PM services, annual inspection, by Department user(s), Fleet Management or by Risk Management departmental reports, and/or breakdown or malfunction. Repairs shall be made as required, limiting the nature and extent of repairs that are consistent with age, mileage and cost to repair criteria of good fleet maintenance.
 - a. **Repair Service Timelines:** The Contractor shall be required to complete regular repair services within reasonable times. Scheduled contract/target repairs shall be started the same day schedules (including PM services). Unscheduled target/contract repair shall be started with 3 work days. Non-contract repairs require Fleet Management approval and therefore cost estimates shall be prepared and submitted electronically for approval within 3 days of receiving the vehicle or equipment. Parts shall be ordered (if required) within one working day after the non-contract estimate is approved.

- b. **PM Service Timelines:** PM Service for light vehicle will be completed within 8 hours or delivery if scheduled by the Contractor; 16 hours for heavy trucks (maximum time allowed). If a vehicle requires repair in addition to the PM Service, the above times do not apply.
- c. **Repair of Small Equipment:** The Contractor will be tasked to perform repair work and services of small gas-powered equipment which includes, but not limited to: chain saws, lawn trimmers, push mowers, tillers, pressure washers, tampers, generators, light towers, pumps and sprayers. Target repairs will be limited to any PM Service requirements (parts and labor) of small equipment, blade sharpening or replacement, belt replacement from normal use and normal tire repair or replacement due to fair wear and tear.
- d. **Safety Inspections:** Whenever a unit requires any type of maintenance service, the Contractor will also perform a general safety inspection to ensure that the general condition of the equipment meets normal fleet requirements (as well as legal safety requirements of law) prior to the equipment leaving the repair facility. All PM services will include the safety inspection. Safety inspections will be documented on the respective work order. Safety inspections will include, as a minimum the following:
- All lights, including turn signals, back up lamp, license tag lamp
 - Horn
 - Windshield Wipers
 - Safety belt
 - Steering
 - Braking
 - Tire Tread
- e. **Fire Extinguishers:** Vehicles with that have been issued fire extinguishers but the extinguisher is missing or discharged will be replaced as a non-target cost, if the Contractor replaces the extinguisher or at no cost if Fleet Management replaces the extinguisher. All expended extinguishers will be taken to Fleet Management for inspection, recharging and reissue.
- f. **Quick Fix Repairs:** The Contractor shall provide a Quick Fix function for minor repairs of less than one hour duration at all repair facilities, when the vehicle operator chooses to wait for the service. This type of repair service is generally allocated to items such as windshield wipers, tire repair or replacement, topping off fluid levels, lighting repair or replacement or other such associated light-duty repair services.
- g. **Tire Services:** The Contractor will provide comprehensive tire services including tire management, inflation, maintenance, repairs, rotation, mounting, demounting, disposal and disposal fees, replacement, wear management, balancing, field tire services, warranty management, inventory security and maintenance of an inventory of mounted spares. The contractor will replace tires when tires have reached minimum tread depths as specified in Georgia law appropriate to the type vehicle with the expectation that law enforcement, pursuant to vehicles (assigned to Sheriff's Office- Road Patrol, Narcotics Division, CID) shall have a minimum of 4/32 tread.
- h. **Warranty and Recall Work:** The contractor will negotiate, manage, administer, claim and recover all warranties and recalls offered by vehicle manufacturers, parts and component suppliers, and any subcontracted repairs. The contractor will add warranties to Augusta's MIS (CCG Systems-FASTER) warranty recovery module and return proceeds to Augusta via credits against target or non-target invoices. The contractor is encouraged to obtain authorization from the various vehicle manufacturers to perform in-house warranty work on Augusta vehicles in order to reduce the turnaround time for warranty repairs. The deciding factor on warranty repairs is to obtain the quickest turnaround time.

- i. **Outside Repairs:** The Contractor's bid proposal response will define the typed of repairs that will be or anticipated to be conducted by subcontractors, outside Augusta facilities. The Contractor is responsible for arranging and managing the conduct and performance to Contract requirements of all outsource venders for any repairs that are not performed "in-house". All responsibility for the administration, invoicing, quality control, vehicle movement, vehicle security, etc. shall be that of the Contractor. Subcontractor invoices will be accepted solely by the Contractor and must be addressed to the Contractor, not Augusta.
- j. **Seasonal Equipment Preparation:** The Contractor shall coordinate with the Fleet Manager to set up a program to ensure seasonal equipment is fully serviceable prior to the start of each season. Requirements include annual inspections and operational maintenance of air condition and engine cooling systems during warm weather and the winterization of vehicles and equipment during cooler months as applicable. Charges for all seasonal preparation will be included in the target cost.
- k. **New Vehicle Preparation:** The Contractor is responsible for all vehicle and equipment preparation which is brought into the fleet by the Fleet Manager. The Contractor will perform the installation of Augusta seals or insignia decals and equipment asset and bumper numbers as directed by Fleet Management. The Contractor will include in the target price, the cost of all seals, insignia and lettering with eh exception of those insignia badges or seals for public safety use. These seals will be provided by the respective department.
- l. **Vehicle Disposal Preparation:** Vehicles and equipment being removed from the normal Augusta fleet shall be prepared for disposal/auction sales or storage by the Contractor. Costs associated with disposal prep will be included in the target cost. Preparation shall include, but not limited to:
 1. The Contractor will provide a general vehicle condition assessment using a form provided by Fleet Management.
 2. The Contractor will remove all insignias and lettering so that o distinguishable insignia or lettering will remain to identify the retired unit as an Augusta vehicle.
 3. The Contractor will remove all emergency equipment from Public Safety vehicles and equipment. Equipment to be removed include: spot lights, emergency lights, emergency power boxes, camera systems, sirens.
 4. The Contractor shall make minor, cost effective, target cost repairs to increase the resale value of the vehicle (example: replace dead batteries).
 5. The Contractor will transport the equipment; to include the cost of any towing required, to Augusta storage site or auction site as a target cost for a "one time" movement cost. Any charges for moving the vehicle or equipment more than once will be charged as non-target cost.

8. **Non-Target (Non-Contract) Repairs:**

- a. **Repairs for Operator Abuse:** Operator abuse is defined as mechanical damage or breakdown caused by the operator through the improper operation of the vehicle or equipment or failure of the operator to provide the vehicle for scheduled service. The Contractor shall identify repairs caused by suspected operator abuse and shall forward estimates for repairs to the Fleet Manager with the proper coding. Fleet Manager will be the final authority in deciding operator abuse. All repairs coded as operator abuse will be a non-target cost.

- b. **Repairs for Vandalism:** Is defined as Augusta property is damaged by an individual and causes mechanical or component damage to a unit through no fault of an Augusta Employee or Contractor Employee. Examples would include: theft of parts, deliberate damage to equipment from unknown parties, damage caused by suspects being transported in Augusta Vehicles and other such damage. Vandalism is charged as non-target.
- c. **Directed Work:** Augusta may direct the Contractor to perform additional tasks under this Contract. No such work shall commence without the Contractor receiving authorization to proceed from the Fleet Manager. It is the intent of Augusta that all such work does not reduce the level of service that is provided for in the fixed price portion of the contract. Directed work shall be charged as non-contract. Directed work may include, but not be limited to the following:
 - 1. Welding, fabrication or repair services to other than fleet equipment.
 - 2. Repairs of equipment outside life expectancy.
 - 3. Accident repairs Operator abuse repairs
 - 4. Repairs for Vandalism Repairs due to acts of God Emergency Services
- 9. **Road Testing:** The Contractor must conduct a road or appropriate operations test on all vehicles and equipment that have had a safety related repair or adjustment. The Contractor, by releasing the equipment or vehicle back to the department or Augusta employee, implies that the vehicle and/or equipment is/are safe to operate. All such driving or operations check will be charged as a target cost.
- 10. **Other Services:**
 - a. **Assembly:** The contractor will be tasked, at times, to perform assembly which is the initial piecing together or assembly of equipment purchased and delivered in packages, boxes or crates. The scope of the nature of assembly of small equipment shall be considered as a targeted cost. It is the intent of Fleet Management to procure most equipment in a state of ready use.
 - b. **Fabrication:** defined as the construction of a vehicle or equipment component. Fabrication includes, but is not limited to the manufacture of an assembly or a component of security screens and bars, light bars, mounting racks, panels and switches and body parts or bodies, ventilators, racks, bumpers, customization and reinforcing. Fabrication is considered as directed work by the Fleet Manager and shall be charged as non-target.
 - c. **Modification:** defined as an alteration of a vehicle or equipment component. Examples of modification would be the installation of accessory equipment that was not installed upon delivery of the vehicle or equipment. Modification is considered as directed work by the Fleet Manager and shall be charged as non-target.
 - d. **Customer Contact of Completed Repairs/Services:** The Contractor will immediately notify all Departments or operator by telephone, radio or email when repairs or services have been completed. The Fleet Manager will be informed if the vehicle or equipment is not picked up within a reasonable time on the second notification.
 - e. **Completed Service Orders:** The Contractor will provide a copy of the completed work order, generated by the FASTER work order system ("Customer" copy) to the employee picking up the vehicle or equipment at the time of pick up.

- f. **Waste & Hazardous Waste:** The Contractor shall be responsible for disposal of all trash and other wastes generated during the course of the Contract/Agreement. The Contractor shall hold Augusta, its elected officials and employees free of liability for all actions of the Contractor relating to waste disposal. The Contractor is responsible for good environmental management of all waste created to prevent pollution, encourage recycling and meet all laws and regulations pertaining to waste handling relating to its operation of this Contract/Agreement. This includes the proper required documentation and implementation of programs and training associated with hazardous waste and proper reporting of incidents associated with hazardous waste.
- g. **Scrap Tires:** The Contractor is responsible for the proper disposal (and associated required documentation) of scrap/sued tires from the Augusta fleet. Tires with resale value may be sold to tire vendors and all revenues acquired from the disposal of such tires will be reimbursed to the Augusta Commission.
- h. **Scrap Metal:** All recyclable scrap metal will be sold to local scrap metal recyclers. The Contractor shall arrange for storage bins to be located at each major repair facility by the recycler and all revenues acquired from the sale of scrap metal will be reimbursed to the Augusta Commission.
- i. **Accidents:** The Risk Management Department is responsible for coordinating repairs for damages to vehicles resulting from accidents. The Contractor will assist in assessing the extent of mechanical damage associated with vehicle accidents. This will be coordinated through Fleet Management. Preparation of estimates will be charged as target costs if done during the normal workday. Actual repairs will be covered as non-target.
- k. **Investigations:** The Contractor shall support Augusta with technical investigations related to the automotive and truck fleet. Such investigations may support accidents, fire, or other issues of a technical nature. The cost of this service will be included in the targeted cost.

11. Emergency Road Calls and Towing Services:

- a. The Contractor shall provide emergency road call service, including towing service for vehicles in the vehicle fleet on a twenty-four (24) hour, seven days per week basis.
- b. Emergency road call service is considered as repairs to vehicles and equipment that require immediate repairs to allow continued usage of equipment without having the equipment moved to the repair facility. Examples include but are not limited to tire repair or replacement, clogged fuel systems, dead batteries or no-start problems and drive-shaft problems.
- c. During normal business hours, the Contractor shall have persons on call to expeditiously respond to emergency-road service calls for equipment breakdowns and the targeted response time shall be less than 60 minutes within the County limits. After normal business hours, the Contractor shall have persons on call to handle emergency-road service calls for equipment breakdowns, with a targeted response time of no more than 120 minutes with the County limits.
- d. The Contractor will ensure that repair personnel are sent to equipment breakdowns to determine if repairs can be made on-site or if towing services are required to deliver equipment to the repair facility. The on-site technician will carry a compliment of tools and repair parts necessary to eliminate excessive downtime or repeated trips to the repair facility.
- e. The Contractor will have a minimum of one mechanic selected daily as the emergency-road-service person at both the Broad Street Shop and Tobacco Road repair facilities.

- f. The Contractor will ensure that no more than two service personnel are out of a repair facility at any one time for emergency-road services.
- g. The Contractor may select to utilize out-source repair vendors to assist in expediting the emergency-road-service calls, but the Contractor must ensure the targeted response times remain in effect. Failure of the Contractor to ensure that the response times of out-source repair vendors meet Agreement requirements shall be considered as a Contract discrepancy.
- h. The Contractor will include in the Cost Target (Contract Cost) the emergency road call services inside the Augusta's defined support area. The Support area for Augusta will be within a 50-mile radius of the Broad Street repair facility. The Contractor will assist Augusta in emergency-road-service calls for "outside the support area" problems by arranging maintenance and/or towing services.
- i. Fleet Management and the Contractor will review the "outside the support area" changes and determine appropriate reimbursements as non-targeted expenses.

12. Towing:

- a. The Contractor shall tow any Augusta owned or leased equipment requiring this service, regardless of whether or not the cause is a repair, tire service or other breakdown incident, regardless of location.
- b. Accident towing is the responsibility of the Risk Management Department and should be charged as non-contract/non-target. It will not be included as part of the Contract cost.
- c. The Contractor will include, as a target expense, towing for equipment that is six (6) years old or newer. The "in service" date entered in FASTER will be the date used for determination of Target or Non-target.
- d. It will also include any towing associated with comeback repair.
- e. Exceptions to the "6 year rule" include: confiscated vehicles added to the fleet, used vehicles added to the fleet. These vehicles will be charged as non-target.
- f. If the Contractor selects to perform this service with an outsource vendor, the related service will be awarded annually to a single point-of – contact dispatch provider. The Contractor will make bid documents for towing services available to the Fleet Manager upon request.
- g. The Contractor may utilize multiple vendors for the service, but only one telephone number can be given out regardless of which vendor provides the towing service.
- h. The Contractor will provide the towing service number to all user departments and the Fleet Manager. The Contractor is responsible for notifying using departments and the Fleet Manager of any changes to the towing service number.
- i. The acceptable response time during normal business hour is 60 minutes and no more than 120 minutes for all other times.
- j. Equipment users shall be authorized to make contact for towing services to transport the equipment to the repair facility, if in the best interest of Augusta.

- k. The fleet MIS system shall track vehicle emergency road call breakdowns and towing expenses for informational retrieval by Fleet Management

SECTION THREE
PERSONNEL and SUPPORT LOGISTICS

1. **Augusta Personnel:** The Augusta Fleet Manager will have full authority to supervise the Contractor's performance in daily operations of the contract and shall provide direction to the Contractor in areas relating to policy, information and procedural requirements. The Fleet manager is not authorized to make any changes in the terms and conditions of the contract without the approval of the Augusta Administrator and the Augusta Commission, as appropriate. The Fleet Manager shall operate in the capacity as Contract manager for Augusta. In the absence of the Fleet Manager, for periods of vacation, short illness' or temporary periods of authorized absences; the administrative assistant shall have temporary authority as the Contract Manager.
2. **Contractor Personnel:** The Contractor will designate whom the following Contractor personnel will be when the proposals are submitted and must designate the personnel prior to award of the contract.
 - a. **Manager:** The Contractor shall provide a Contract Manager, Project Manager or General Manager who will liaise with the fleet Manager and have full authority to act for the Contractor on all contract matters relating to the daily operation of the contract.
 - b. The Manager shall have a minimum of five years experience in the management of fleet maintenance and services. The manager must be able to speak, read, write and understand English.
 - c. The Manager shall be available through the normal 8 hour work day, Monday through Friday, except Augusta recognized holidays. The Fleet Manager will be notified in writing (or email notification) when the Contract Manager will not be in the Augusta area and available to respond to Augusta's needs.
 - d. Any changes in the Manager and designated alternate shall be subject to advance written approval by the Fleet Manager. Such approval shall not be withheld unreasonably or for an unreasonable length of time.
3. **Management Staff:** The Contractor shall provide a professional management staff with the proper skills and training in providing the required fleet maintenance and management services. Management staff includes shop supervisors, and parts/supply supervisor.
4. **Maintenance Staff:** Contractor shall provide maintenance staff personnel with the proper skill and training in providing the required fleet maintenance services.
 - a. The contractor is responsible to ensure their staff is kept abreast of the latest technology. The Contractor will provide a budgeted training schedule for all eligible maintenance personnel in the targeted cost.
 - b. The Contractor is required to maintain ASE certifications for maintenance personnel in the following categories:

1. Automotive Repair
2. Air Conditioning Recovery and Recycling
3. Advanced Engine performance
4. Medium and Heavy Truck Repair
5. Medium and Heavy Truck Electrical Diesel Engine performance
6. Alternative Fuel
7. Parts Specialist

5. **Staffing Provisions:** The Contractor shall have the responsibility for selecting personnel to perform the services to be provided here under. The positions and salaries/wages under the direct supervision of the Fleet Manager are not negotiable.

- a. No applicant with a record of arrests involving a crime of moral turpitude will be hired within two years of the date of that arrest, unless such person is found not guilty of such offense.
- b. No applicant, with a felony conviction will be hired to provide repair services to public safety equipment.
- c. The Contractor is responsible for conducting appropriate background checks on prospective new employees and will describe their process in the proposal. If an outside agency is used the agency must be identified in the discussion.
- d. All contractor employees will have a valid driver's license, with proper endorsements, in performance of their job responsibilities. The Contractor will review driver's license semi-annually and dismiss any employee who fails to have a valid driver's license (loss of job qualification). Fleet Management will be provided a memorandum stating that an inspection of employee's licenses has been conducted in accordance with the "Maintenance Agreement" and that all employees are in compliance or not in compliance. When not in compliance a statement of intent to comply and actions to be taken to comply will be made and sent to the Fleet Manager.
- e. The Contractor is responsible for performance evaluations of its employees.
- f. The Contractor is responsible for providing employees pay for work performed, every week, two weeks or bi-monthly.
- g. In the event that the Contractor has open targeted position(s) for a period in excess of 45 days the Contractor will credit the targeted cost of the open position(s) from the monthly fixed-target invoice(s) until the position(s) is/are filled. The following base rate wage will be used for the purpose of this provision:

Automotive: Tech 1 = \$15.25; Tech 2 = \$13.25; Tech 3 = 10.25

Medium/Heavy: Tech 1 = \$16.25, Tech 2 = 14.25, Tech 3 = 11.25

- h. The Contractor shall include in the cost proposals an annual cost of living allowance increase for employees as well as other incentives (ASE incentives). The Contractors intent shall be discussed in the proposal.
- k. **Contractor Benefits:** The Contractor shall have sole responsibility for determining and providing health and other related benefits for the Contractor employees, however they must comply with the provisions as set forth in the Request for Proposal and the Contractors response to the Request.

6. **Fleet Management Augmented Positions:** The Contractor will provide for the positions listed below with all pay and allowances included as part of the cost target. These employees will work under the direct supervision of the Fleet Manager. The Fleet Manager reserves the right to select the candidate, the rate of pay and the employee's work hours. The employee will be eligible for the same holidays as the other Contractor personnel.
- a. **Fleet Operations Assistant:** Assists the Fleet Manager in preparation of bid specifications, communicates with vendors, obtains pricing information, and researches technical specifications of vehicles and equipment and other duties associated with the procurement of new equipment. Provides administrative support for the licensing and registration of all vehicles and equipment in accordance with Georgia law. Provides technical advice and/or information to Directors, Assistant Directors, Superintendents and supervisors on equipment and capital expenditures.
 - b. **Fleet Operations Specialist:** Responsible for the preparation of new vehicles and equipment for issue and decommissioning of fleet vehicles. Provides support to the Administrative Assistant for warehousing excess equipment. Provides maintenance support for grounds maintenance of the Fleet Management area. Provides minor repair services for vehicle damages including the exchange of body type parts, buffing of vehicles, exchange of seats or other parts. Responsible for the accountability of direct exchange parts and equipment. Maintains pool vehicles, coordinates repairs and inspects the vehicle for safety problems.
 - c. **Quality Assurance Representative:** Responsible for the inspection of vehicles and equipment leaving the repair facility to ensure repairs services are proper and recorded under the MIS system, that all labor is accounted for as well as parts and sublet charges. Reviews work orders to ensure proper posting. Assists the Fleet Manager and General Manager in observations of shop operations for better efficiency.
7. **Disciplinary Actions:** Where in the case that Fleet Management finds actions by Contractor personnel affecting contract performance, the Contractor shall take disciplinary action on employees as appropriate. The contractor shall be responsible for removing and replacing any Contractor employee performing services hereunder, when reasonably requested to do so by Augusta. In these cases the request by Augusta will be in writing stating the cause for such request.
8. **Uniforms and Professional Attire:** The Contractor will ensure their employees maintain a professional appearance at all times while performing the requirements of the contract. Technicians, shop helpers/porters, laborers, janitors, Service Coordinators/writers, QA representative(s), Fleet Operations Specialist, Shop Supervisors shall be in appropriate uniforms. This shall be included as part of the target cost. Administrative personnel and parts personnel shall be dressed in appropriate dress as determined by the contractor policy. The contractor is also responsible for appropriate safety foot ware and other safety apparel (eye protection, hearing protection, safety vests). Uniformed shirts should include the Contractor's logo, first name of the technician and certification patches as appropriate. Proposals shall address the proposer's intent regarding attire. The cost of such uniformed apparel and safety apparel may be included in the Target cost.
9. **Facilities:** Notwithstanding anything to the contrary contained herein, the Contractor agrees to indemnify, defend and save harmless the Augusta Commission and its employees, agents and servants from any claim, cause of action, or lawsuit brought against Augusta or Elected Officials, or its employees, agents and servants as a result of the possession, operation, handling or transportation of the repair facilities or the equipment contained therein; except to the extent that such claim, cause of action, or lawsuit arises from or in connection with the negligence or willful misconduct of the Commission, its employees, agents or servants.
- a. **Location:** The following is a listing of the repair facilities by location and type of work performed at each site: (Augusta will not entertain recommendations to consolidate any of the facilities).

1. 1568 Broad Street Repair Facility: - 23 bays with 8 lifts for automobiles, light truck - 1 ton and under, motorcycle repair and lift, and small gas-powered equipment. Includes parts room, parts storage area, and administrative offices.
 2. 402 Walton Way Repair Facility: 2 bays with 2 lifts for Sheriff's Office administrative type vehicles. Focus is on PM services, quick fix repairs and light duty repairs.
 3. 2314 Tobacco Road Repair Facility: 10 bays no lifts, services all trucks over 1 ton, off-road/construction equipment, trailers and tractor mounted grass cutting equipment. Includes parts room and administrative offices. Provides the full range of service repairs.
- b. Facilities Use: The facilities will remain the property of Augusta. Augusta will lease to the Contractor the maintenance facilities listed above for the charge of \$1.00 per year. The Contractor's first fixed-target monthly invoice each year will show a credit for the lease cost. The Contractor shall not use the facilities, for work on vehicles or equipment not owned or lease by Augusta unless otherwise directed in writing by Augusta's Fleet Manager. The Contractor shall not use the facilities, which shall in any way conflict with any Federal, State or local law, statute, ordinance, rule, order, regulation or requirement, now in force or which may hereafter be enacted or promulgated. The facilities include compressors, lifts, welders, and specialty garage maintenance tools located at each facility. Augusta will be responsible for annual lift inspections and repairs to specialty tools/machines as required.
- c. Facilities Inspection: Between the date of contract execution and the date that the Contractor actually takes over the facilities, a complete physical inventory of the office and shop equipment will be taken by representatives of the Contractor and Augusta to determine what the Contractor shall be responsible for. The physical facilities, office and shop equipment provided for the term of the contract will become the responsibility of the Contractor and will be returned to the Augusta upon completion of the contract in the same condition they were provided to the Contractor, except for normal wear and tear. The Contractor hereby acknowledges that the Augusta has made no representations or warranties regarding the condition of the facilities. The Contractor will accept the facilities in their present state and condition and waives any and all demand upon the Augusta for alterations, repairs or improvements thereof, excepting those items which do not meet local, State or Federal laws. Any cost to improve the facilities to meet said standards will be the responsibility of the Augusta. There are no known concerns or liabilities currently existing with the waste oil tanks at the repair facilities. The Contractor is responsible for conducting a monthly facilities inspection using a format acceptable to the Fleet Manager.
- d. Facilities Maintenance: The physical facilities will be maintained by the Augusta unless such repairs are caused in part or whole by an act, neglect, fault or omission of the Contractor, its agents, servants or employees. If defects, degraded conditions or needed repairs in any facility are found, the Contractor will notify Fleet Management for the execution of repairs by Augusta.. Facility repair work will not be included into any portion of the targeted Contract cost. The Contractor is responsible for normal routine maintenance of facilities including: interior housekeeping, general cleaning, sweeping, mopping, dusting, disposal of accumulated waste materials and rubbish, minor plumbing (such as stopped up toilet or sink), janitorial maintenance and supplies as required to maintain a safe environment. Augusta will contract pest control services and trash removal to the solid waste facility of normal waste (dumpster). Augusta will pay for the proper inspection and refilling or replacement of fire extinguishers assigned to each facility but the Contractor is responsible for the routine monthly inspections of facilities extinguishers and coordinating with Fleet Management on technical inspections or services required.
10. Utilities: Augusta will supply those utilities necessary and customary for the proper operation of the facilities. Each facility will include an appropriate number of telephones, computers, and printers for operations. These costs are charged directly to the Augusta as part of the Fleet Management operating budget and should not be included in the proposers budget proposal (exception is the copy

machines). Communications requirements, used solely for corporate communications, will be the responsibility of the Contractor. Augusta may require a telephone usage log on long distance calls be submitted monthly to ensure compliance. The format will be determined when and if a log is directed. The Contractor is responsible for implementing a utilities conservation plan for each of the facilities.

11. **Tools:** Fleet Management maintains an annual budget for the replacement or addition of necessary tools and equipment as vehicle and equipment technological changes develop. The Contractor will assist the fleet manager in determining the tools required in the performance of maintenance mission and will submit requests for consideration. Specialty tools of less than \$100.00 each will be the responsibility of the Contractor to purchase. The Contractor's decision to not purchase a specialty tool and the resulting affect could be cause for a Contract Discrepancy if the resulting affect caused a delay in the repairs. None of the Mechanical tools associated as "tools of the trade" for each type of mechanic assigned at the repair facility will be provided by Augusta.
12. **Radios:** Portable radios and two "base stations" will be provided by Augusta for use by the Contractor to facilitate communications with Departments. The cost of radio operations (air time) will be the responsibility of Augusta. The Contractor is responsible for the security and accountability of those radios assigned to the facilities.
13. **Vehicles:** A limited number of vehicles and specialty equipment, such as forklifts, and work trucks will be supplied by Augusta. The Fleet Manager will have the authority to provide or remove equipment based on the needs and availability of such vehicles. Fuel for these vehicles will be provided by Augusta and will not be included in the proposers target cost proposal. Augusta disclaims any and all express or implied warranties on the equipment, disclaims any implied warranty of merchantability of the equipment or the warranty of fitness for a particular purpose, and the Contractor agrees that the equipment is "as is" and "with all faults". Repairs to vehicles will be incorporated into the normal repair operations of the Augusta Fleet. All PM services will be considered Contract/Target repairs. All labor for repairs on vehicles and equipment used by the Contractor will be covered under Contract Cost/Target Cost. Parts for repairs shall be charged as Contract/Non-Contract as appropriate to the classifications identified herein. The Fleet Manager shall approve or disapprove any repairs classified as Non-Contract/Non-Target. The Contractor shall assume the risk of loss, damage, or destruction of any Augusta furnished vehicles, equipment and tools. Liability for the injury, disability and/or death of workers and other persons caused by the operation, handling or transportation of the equipment during the contract period shall be the sole responsibility of the Contractor.
14. **Damages:** The Contractor shall be responsible for all damages to persons and/or property that occur as a result of the contractor's fault or negligence in connection with the performance of this contract.
15. **Permits:** Contractor shall, without additional expense to Augusta, obtain all local, State and Federal business and other licenses and permits required for the performance of work. A copy of all licenses and permits will be displayed at each shop location and copies will be given to Fleet Management. The Contractor shall be required to maintain a Business License from the Augusta Licensing Department.
16. **Security:**
 - a. **General:** The Contractor shall ensure the security and confidentiality of all facilities and documents provide by Augusta and all such measures must be approved by Augusta. All reports and records including maintenance records are to be considered property and may only be used for the conduct of Augusta and Contractor business.
 - b. **Facilities:** The Contractor may change the locks on any or all the maintenance facilities and equipment leased for the duration of the contract. The Contractor shall provide properly tagged, duplicate keys to the Augusta Fleet Manager immediately after any change is made. The

Contractor is responsible for the implementation of proper security measures, policies and practices associated with building security.

- c. **Vehicles and Equipment:** The Contractor is responsible for vehicles and equipment accepted for service at each of the repair facilities. Although all facilities are fenced access is not restricted at this time. The Contractor shall take reasonable precautions to ensure the safety and security of vehicles and equipment under their care. Light vehicles serviced at the Broad Street Shop that have had windows kicked out or are missing for various reasons should be moved inside at the end of the work day and secured to prevent theft, vandalism or weather damage to the interior. It is recommended the Contractor implement a policy of quick "walk around" inspection of all vehicle being brought into the repair facility to identify any damage or missing items and report those observations to the owner department or Fleet Manager.
- d. **Found Damage:** The Contractor shall report any found damage to vehicles or equipment that is not associated with the normal operation of such vehicles or equipment if it appears the damage is new. This will be reported to Risk Management and Fleet Management. Repairs should be delayed until the vehicle or equipment has been inspected by Risk Management or Fleet Management.

17. Hours of Service: The Contractor will normally operate an 8 hour day, 40 hours per week from 7:00 A.M. until 4:00 P.M., Monday through Friday. Holidays shall coincide with those of Augusta, usually 10 days per year (New Years, MLK Day, Good Friday, Memorial Day, Labor Day, Veterans Day, Thanksgiving (2), Christmas (2)). These are announced at the beginning of each new year. Repair facilities may be required or may request to adjust their hours to better support Augusta Departments that may adjust for seasonal or climatic changes. The Contractor normally will have discretion over shop and shift hours as long as vehicle availability remains at acceptable levels and the Fleet Manager concurs. Any changes in shop hours will be announced prior to the change. Vehicles and equipment brought to the repair facility by user departments will be accepted for PM or repair services throughout the normal work hours, including Contractor's break or lunch periods. The Contractor is expected to provide quick fix repairs at any time during the workday including lunch.

18. Emergency Support:

- a. In addition to normal hours of operation and upon one-hour notification during normal business hours, the Contractor shall repair equipment seven days a week, 24 hours a day at any location designated by the Fleet Manager. During non-business hours, the Contractor shall repair emergency vehicles as expeditiously as possible. At no time shall the period between notification and commencement of repair exceed two hours. The Contractor shall provide the Fleet Manager with an after-hours emergency contact telephone number for use in emergency situations. In most cases, emergency support during non-business hours is a non-contract (directed) work. The Contractor will inform Fleet Management the next working day, of all after-hours emergency support accomplished for cost charge determination.
- b. The Contractor shall mobilize the shop and provide repair and maintenance services for the duration of any Augusta Recognized emergency. Emergencies include, but are not limited to major fires, floods, earthquakes, civil disturbances and disaster emergencies. Such service shall include adequate staffing to ensure continued vehicle operations at a level determined by the Augusta. Should an emergency require performance of services beyond the capability of the Contractor, the Augusta may perform or supplement performance of contract services with Augusta personnel or non-contract vendors. Such performance shall not constitute a breach of the contract by the Augusta. Such work conducted outside the normal work day will be charged as non-contract.

19. Service Interruptions: Should services be interrupted or reduced during the term of the contract by the Contractor employees work stoppages or slow downs, the Contractor shall continue services by whatever means available, and shall incur all reasonable related costs associated with the alternate

system. If the contractor fails to supply an alternate system, Augusta shall have the right to continue services by whatever means available and charge any reasonable costs associated with the alternate system to the Contractor. Further, such interruptions, directly attributable to failures, omissions, or conduct on the part of the Contractor or the Contractor's employees shall be grounds for termination of the contract. In the event the Contractor is unable to provide the services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, labor shortages, Augusta's action or any other condition or cause beyond the Contractor's control, Augusta shall excuse the Contractor from performance under this Agreement.

20. **Repair of Privately Owned Vehicles and Equipment:** No use of Augusta facilities, land, specialty equipment or tools may be used to affect repairs on any privately-owned vehicle or equipment with the exception of the Contractor owned equipment or vehicles supporting this contract. Any repairs performed on Contractor provided equipment shall be at the risk of the Contractor and Augusta shall be held harmless.
21. **Safety:** The Contractor shall be responsible for implementing a comprehensive safety program for their employees to comply with local, State or Federal guidelines affecting job safety. Proposers should address their intent or outline their policies/program as part of their proposal. The selected contractor will provide a copy of written programs, policies or directives to Fleet Management.
22. **Equal Opportunity Compliance:** The Augusta Commission and the Contractor are subject to the requirements of Executive Order 11246, Section 202, Equal Opportunity; Executive Order 11625; Section 402 of the Vietnam Era Veterans Readjustment Act of 1972, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and related rules and regulations of the Department of Labor and the Office of Federal Contract Compliance Programs. Attachment J of the RFP is hereby incorporated into this Agreement by reference.
23. **Drug Free Workplace Certification:** The Augusta Commission has a zero tolerance policy on prohibited drug use and an aggressive drug testing program. Augusta complies with all State and Federal requirements for drug testing. The Contractor is required to comply with the requirements of O.C.G.A. 50-24-3 which is a certification of establishing a Drug Free Workplace. The attached certification will be required to be signed by the Contractor for each year the Agreement is in effect. The contractor is also required to have a testing policy that complies with Federal Transit requirements as Augusta receives Federal and State funds for Transit operation and must therefore comply with State and Federal drug testing requirements. Drug testing is required for pre-employment, post-accident, random, and probable cause. The Contractor's program must be published in writing and is subject to review by the Augusta's Risk Management Department.

SECTION FOUR **REPAIR PARTS**

1. Parts Supply:

- a. **General:** The Contractor will procure and furnish all parts, materials, supplies and fluids (except fuel) required for the operation and maintenance of all vehicle and equipment of the Augusta Commission under this contract/agreement. The Contractor shall procure repair parts at its discretion, utilizing best business judgment, to provide Augusta with products of the best price and highest quality and that will ensure meeting all relevant standards of performance as outlined elsewhere in this request for proposal. The use of local area vendors for all such procurement is preferred, excepting any parts or specialty items that require purchase by other means and are not available in the local area.
- b. **OEM Parts:** Parts installed by the Contractor shall meet or exceed the original equipment manufacturer's (OEM) specification and must meet the equipment manufacturer's requirements for coverage under their equipment warranty programs. The Contractor will accept all risks and

penalties due to damage and partial or complete voiding of equipment warranties in the use of generic components and shall hold Augusta harmless. Repairs to such equipment due to the cancellation of warranties shall be the responsibility of the Contractor during the remainder of the warranty period.

- c. **Parts Options:** The Contractor may propose alternative parts supply options, during the course of this agreement, such as but not limited to, consignment parts, single source suppliers, Just-In-Time purchasing, or subcontracting. The use of a supplier, located within the repair facilities can be accomplished but Augusta accepts no physical or financial responsibility and shall be held harmless by the Contractor and all other parties.
 - d. **Taxes:** The Contractor will be required to pay all applicable taxes on parts and supplies purchased for their own use.
 - e. **Parts Information and Documentation:** The Contractor will use the appropriate modules and tabs within the CCG Systems-FASTER application to document all aspects of parts management for Augusta.
2. **Inventory General:** The Contractor will be totally responsible for parts accountability and security.
3. **Obsolete Parts:** By direction of the Fleet Manager, the Contractor will administer the disposal of all other remaining inactive, excess and obsolete parts in Augusta's stock. The Fleet Manager will direct the Contractor to establish a secondary inventory location in the Fleet MIS system to account for the safeguard, control and usage of such inventory until it is used or disposed.
- a. **Parts Inventory:** The Contractor is responsible for maintaining an adequate "on demand" inventory to minimize downtime. These parts will be charged back Augusta on an "as used" basis, without mark up.
 - c. **Parts Warranty:** The Contractor will insure that tracking of replacement repair parts warranty information is managed. All repair parts placed in the inventory will have their prospective warranty information entered into the MIS system. The MIS system will alert shop management within the part being replaced is still within its warranty period and that recovery is possible.
 - d. **Core Charges:** The Contractor shall have the responsibility for absorbing the cost of all core charges normally associated with replacement parts. In no case shall the MIS system charge core charges to any repair order for returnable part cores. Core charges for damaged, unusable, non-returnable parts will be listed as a separate item on repair orders.
 - e. **Cannibalized Parts:** The contractor shall have the option to request from Fleet Management the ability to remove parts from accident-damaged or salvaged vehicles for reuse. The removed part may be utilized on other fleet vehicles if the condition of the used part is safe and serviceable.
 - f. **Tires:** The Contractor will replace worn or damaged tires on vehicles with replacement equal to or exceeding the equipment manufacturer's recommendations. The Contractor will follow the manufacturer's recommendations for repairing of tires to ensure vehicle and equipment safety. The Contractor will comply with the restricted repair capability on V-Rated tires used on public safety vehicles. Tires will be replaced on automobiles and pickup trucks when 3/32 of an inch of usable tread is remaining across the entire tire crown. If any area of the tire crown is below 3/32 of usable tread or if any wear bar is showing the tire will be replaced. Any tires that are out-of-round or having flat spots will be replaced regardless of tread depth. The Contractor will comply with the requirements of the State of Georgia for tread depth applicable to vehicles requiring CDL licenses as well as tread patterns and recaps.

4. **Re-Purchase of Contractor Active Inventory:** Augusta shall have the option to purchase, at cost from the Contractor the entire demand supported repair parts in inventory upon completion or termination of the Contract. If Augusta chooses to purchase any parts that Augusta considers valid, demand-supported repair parts, a joint complete physical inventory will be taken by representative of Augusta and the contractor. Payment for the acquisition of the Contractor's demand supported inventory will be within one hundred and eighty (180) working days of contract expiration.

SECTION FIVE **REPORTS, RECORDS AND BILLING**

1. **Information Systems Requirements:** The Contractor will be required to use Augusta's existing fleet management information system, CCG System – FASTER. The Contractor will follow all Augusta policies and procedures for maintenance and use of the system. The Contractor will operate the system in real time mode with work orders opened immediately upon receipt of an Augusta vehicle or equipment and timely input of all labor, parts, sublet and other data relating to the vehicle or its repair. FASTER Update seminars are normally scheduled each year and the Contractor is required to have one representative that is the "subject matter expert" (SME) in the use of the system. To maintain continuity of information and training the Contractor should budget for the attendance of the SME normally held in or around Norfolk, VA.
2. **Files:** The Contractor shall maintain a complete file of service manuals, service and technical bulletins, lubrication charts and other information needed to properly service and repair the fleet. A hard copy history folder shall be maintained by the Contractor for each vehicle. The file will contain, in chronological order, the last repair order in front and contain all work orders generated on the vehicle for a period of two years. These files are subject to review at any time by any authorized agent of Augusta.
3. **Records Management:** The Contractor shall use the CCG FASTER software, a permanent, detailed automated record system that provides a basis for optimum fleet management and provides detailed maintenance and operating information for Augusta. Augusta Information Technology Department is responsible for maintenance and security of the system. Fleet Management budgets for the licenses each year. This system has been used since February 2000 and has been found to be acceptable for continued Augusta use. It is capable of supporting all reports, records, and supporting documentation or invoicing.
4. **Reports:**
 - a. **Monthly Management Report:** The Contractor shall provide a monthly management report (with the monthly invoice) to be delivered to the Fleet Manager by the 10th working day of each month for the previous month (consistent with billing cut off's). The report shall include a currently accepted format with the following information:
 - Number of shop orders
 - Number of road service calls
 - Number of vehicle PM's scheduled and completed
 - Number of work orders processed, by facility
 - Delinquent PM's
 - Number of re-work repairs
 - Number of Manufacturer Recalls Performed
 - Warranty recovery/deductible
 - Number of Service Calls
 - Non Contract/Target Repairs by class and cost
 - Inventory by shop
 - Monthly staffing report

- b. **Daily Reports:** Daily reports will be limited to the Daily Backlog Report and Daily parts status report, the format is already devised and will be continued. The Contractor may provide recommendations for changes to the formatting of any report to the Fleet Manager for consideration.
 - c. **Inspection Records:** The Contractor must be able to provide to Augusta a record of all inspections conducted by the Contractor and the corrective action taken.
 - d. **Contract Discrepancy Report:** Verbal notification of a contract discrepancy will be made to the Contract Manager or designee as soon as possible whenever a contract discrepancy is identified. The problem shall be immediately resolved by the Contract Manager. The Fleet Manager shall determine whether a formal Contract Discrepancy Report shall be issued. If a Contract Discrepancy Report is issued, it will be mailed or hand delivered to the Contract Manager. The Contract Manager is required to respond in writing to the Fleet Manager with the time period specified, acknowledging the reported discrepancy or presenting contrary evidence, and presenting a program for immediate correction of all failures of performance identified in the Contract Discrepancy Report.
5. **Monthly Billing:** Payment to the Contractor will be made monthly in arrears at the rates specified in the contract provided that the Contractor is not in default under any provision(s) of the Agreement, and an accurate statement of payment due is submitted, with documentation attached supporting the statement of payment due. Backup is generated from FASTER reports. Invoices shall be paid completely by the Augusta Commission and the processing of payment will be within 30 working days after receipt of the Contractor's billing and the payment authorization by the Fleet Manager. Payment authorization will be delayed pending receipt of all required billing information. The Contractor shall be liable for payment on Thirty days written notice of any liquidated damages or other offset authorized by the agreement not deducted from any payment made by Augusta to the Contractor. Augusta may delay the last payment due hereunder until six (6) months after termination of this contract.
6. **Operating Statement:** The Contractor's Operating Statement for each month will be presented with the monthly billing. The operating statement will report costs of current period (billing period) and cost of year to date for the following major categories: (format is provided by Fleet Management)
- a. Cost of parts: oil, tires, repair parts, batteries, charges, O/S service repair, Total
 - b. Payroll Expense: Salaries and wages, payroll taxes, vacation pay, payroll costs-other-Total payroll expense
 - c. Operating Expense: uniforms, supplies, training, travel, office expenses etc
 - d. Fees: administrative fees, management fee, Total

SECTION SIX COSTING METHODOLOGY


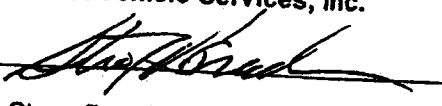
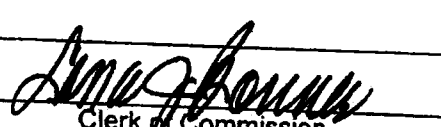
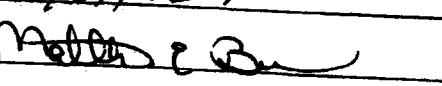
- 1. **Cost Proposal:** The cost target for the initial year 2015 is \$3,040,540, the second year 2016 is \$3,125,056.00 and includes the following cost items: Personnel costs/Labor Costs (salaries, wages and benefits); Parts/supplies/outside services; Overhead expenses and Management Fees.
- 2. **Labor Costs:** Personnel costs will include wages, salaries, fringe benefits, payroll taxes, employee and management costs.

3. **Parts/Supplies/Outside Services:** The Contractor will charge Augusta for parts, supplies and outside services as the items or services are used, as reflected in the Contractor's repair orders without any markup.
4. **Over-head Expenses:** Overhead expenses will include such items as office supplies, uniforms, bonding costs, copying costs and insurance. All over-head expenses will be calculated as they are expected to incur monthly at the Contractors net cost without any markup. These Other Direct Cost charges are to be detailed in a monthly report.
5. **Management Service Fees:** Line items in the approved budget for management fees will be charged to Augusta for each accounting period on a pro rata basis.
6. **Cost Incentives:** In addition to the Contractors cost and fee, the Contractor may receive 50 percent of any aggregate annual savings for Augusta on the cost target for each fiscal year. Aggregate annual savings shall be defined as the difference between a lower twelve (12) month actual cost to Augusta and the amount of the cost target. Aggregate costs that exceed the maximum amount of 100 percent of the operating target shall be borne totally by the Contractor.
7. **ADDITIONAL COSTS:** The approved budget shall include the cost target as adjusted in accordance with the additional cost items described herein.
8. **Capital Expenditures:** Any and all Augusta approved capital expenditures of the Contractor for equipment or other capitalized items (i.e., computers, printers, engine analyzer), in connection with the services and work to be provided by the Contractor hereunder, shall not be included in the approved target, but such expenditures shall be depreciated over the terms of the Contract.
9. **Directed Work:** Augusta approved overtime and material cost incurred by the Contractor in performance of emergency or other directed work shall not be included in the approved target, pursuant to the terms of the Contract, unless otherwise noted herein. Augusta will not approve or reimburse the Contractor for overtime charges for work included in the target cost.
10. **Transition Costs:** Augusta will NOT approve or reimburse the Contractor for items related to transition costs. The Contractor will accept Augusta's fleet "as-is".
11. **Adjustments To The Approved Budget:** any adjustments to the approved "fixed price" (target cost) will require approval by the Augusta Commission.
12. **Unusual Costs:** The Contractor may request Augusta for an adjustment to the approved budget at reasonable times based on unusual changes in the Contractor's cost of doing business. For purposes of this Section, "Unusual Changes" shall mean items not covered by this Agreement, which occur through no fault of the Contractor, the term shall not include price increases arising in the ordinary course of business. The amount of any adjustment pursuant to this paragraph shall be determined by mutual agreement.
13. **Annual Adjustments:** The target base cost, approved budget, including the Contractors fee may be adjusted for any subsequent years of the Contract in accordance with the Annual Meeting. During the Annual Meeting between Augusta and the Contractor, the Contractors performance will be reviewed. Augusta will present a report card that includes Augusta's assessment of Contractor performance in the areas of fleet maintenance, operations, cost/performance, target incentives, and other issues. The meeting shall also include a review of the Contractors cost of doing business. Escalation of the approved budget for the ensuing year shall not exceed the Bureau of Labor Statistics - Consumer Price Index (CPI) for all urban consumers in the Transportation Category for Atlanta, Georgia for the most current year reporting period. Changes to the Contract resulting from the annual meeting shall be documented in an Agreement Amendment, subject to approval by the Augusta Commission.

14. **Changes in Fleet Size or Mix:** The Contract cost shall be adjusted to correspond to increases or decreases of at least five (5%) of the fleet. The Contractor and Fleet Manager shall negotiate the adjusted amount and the Fleet Manager will present the request to the Augusta Commission for approval.

15. **Funding:** The obligation of Augusta for payment to the contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the Contract into a subsequent fiscal period is subject to appropriation of funds, unless authorized by law.

IN WITNESS WHEREOF Augusta, Georgia, acting by and through the Augusta Commission and the Contractor have affixed their signatures as of the dated indicated below.

AUGUSTA		First Vehicle Services, Inc.	
Signature		Signature	
Name:	David S. Copenhaver	Name:	Steve Breeden
Title:	Mayor	Title:	Regional Vice President
Date:		Date:	12/09/2014
Attest:	 Clerk of Commission	Attest:	

Handwritten note: gms 12/11/14



**Finance Committee Meeting
2/9/2016 1:05 PM
Fleet Contract**

Department: Clerk of Commission

Presenter:

Caption: Discuss Fleet contract. (Requested by Commissioner M. Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Finance Committee Meeting Commission Chamber - 1/26/2016

ATTENDANCE:

Present: Hons. Guilfoyle, Sias, Vice Chairman; Frantom and Hasan, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

FINANCE

1. Motion to modify/correct the 2015 Juvenile Justice Incentive Grant MOU and authorize the Mayor to execute the corrected MOU. (Requested by Commissioner Guilfoyle) **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to add this item to the agenda.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Mr. Sias votes No. Motion Passes 3-1.	Commissioner Sean Frantom	Commissioner Ben Hasan	Passes

2. Approve funding request for Corporate Park infrastructure projects. (Requested by Commissioner Guilfoyle) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Unanimous consent is given to add this item to the agenda.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

3. Approve the replacement of 2 vehicles for Augusta Richmond County Code Enforcement Department. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Ben Hasan	Commissioner Sean Frantom	Passes

4. Request correction to the Building Inspection 2016 Budget to provide funding for the creation two new personnel to staff the satellite office in the southern part of the City. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Sean Frantom	Passes

5. The Augusta Utilities Department – Facilities Maintenance Division requests the purchase of three vehicles for their division. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to			

Approve	approve. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Sean Frantom	Passes
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6. Receive update from the Administrator regarding the status of the Fleet Maintenance Contract. **(Requested by Commissioner Ben Hasan)**
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

7. Motion to approve the minutes of the Finance Committee held on January 12, 2016.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

www.augustaga.gov



**Finance Committee Meeting
2/9/2016 1:05 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Finance Committee held on January 26, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Nancy Morawski

From: Lena Bonner
Sent: Monday, February 01, 2016 12:35 PM
To: Nancy Morawski
Subject: FW: Committee Agenda Items (Next Cycle)

Importance: High

Please place on agendas as requested.

Thanks.

-----Original Message-----

From: Commissioner William Lockett
Sent: Saturday, January 30, 2016 3:13 PM
To: Lena Bonner
Subject: Committee Agenda Items (Next Cycle)

Hello Ms. Bonner:

Will you please place the following agenda items on the next committee cycle?

Discuss a proactive cautionary approach in dealing with the Ford Motor Company recall of Ranger Pickups due to faulty airbags. Plan to immediately discontinue the operation of any such vehicle in our fleet until appropriate action can be taken. Identify the number of vehicles involved and determine an interim replacement strategy. Commissioner Bill Lockett (Finance Committee)

Discuss whether lead service lines (pipes) are utilized or have ever been used within the ARC Water System. If so, provide data to reflect the duration of usage and impact this practice has had on the public. Provide information on policies and procedures adopted to ensure that all ARC water dispensed is safe to consume and use. Explain the results of the infrastructure inventory as relates to possible unsafe/corroded service lines. Discuss any other relevant information not specifically requested. Commissioner Bill Lockett (Engineering Services Committee)

Brigham Community Center (Senior Building) is used by a significant number of senior citizens and needs to be wired to accommodate a portable generator. The Fire Department has access to portable generators to be used at a downtown center and at Diamond Lakes during power failures. These failures normally occur during inclement weather. Brigham is located in the City-Center and is easily accessible by a large segment of the ARC population. Commissioner Bill Lockett (Public Services-Recreation and Facilities)

Sent from my iPad

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**Finance Committee Meeting
2/9/2016 1:05 PM
Recall of Ford Ranger Pickups**

Department: Clerk of Commission

Presenter:

Caption: Discuss a proactive cautionary approach in dealing with the Ford Motor Company recall of Ranger Pickups due to faulty airbags. Plan to immediately discontinue the operation of any such vehicle in our fleet until appropriate action can be taken. Identify the number of vehicles involved and determine an interim replacement strategy. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Augusta Georgia
SPLOST 7
Annual Collections Projections

Total \$ 215,500,000

Average Monthly collections \$ 3,100,000

Collection Period:

Months 70

Years 5.79

Collections per year

2016	\$ 27,900,000
2017	37,200,000
2018	37,200,000
2019	37,200,000
2020	37,200,000
2021	38,800,000
Total	<u>\$ 215,500,000</u>

-

**Augusta Georgia
SPLOST 7**

Project funding timeline

Department	Project	Approved 8-18-15	Bonds - 2016	2016	2017	2018	2019	2020	2021	Totals
911	911 Center renovations	500,000	-	500,000	-	-	-	-	-	\$ 500,000
Fire	Emergency Vehicles - fire	6,000,000	-	-	1,200,000	1,800,000	-	-	1,500,000	6,000,000
Fire	Construction of three new fire stations - Bond Funding 2 stations	7,500,000	5,000,000	-	-	-	2,500,000	1,500,000	-	7,500,000
Fire	Construction Training Center/EOC	1,000,000	-	-	500,000	500,000	-	-	-	1,000,000
Fire	Fire Station Alerting System Upgrade	1,100,000	-	-	500,000	600,000	-	-	-	1,100,000
Fleet	Public Safety Vehicles	9,000,000	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	-	9,000,000
IT	P25 Radio System - Bond Funding	15,000,000	15,000,000	-	-	-	-	-	-	15,000,000
IT	Marshal's Operation Center (MOC)	1,000,000	-	-	500,000	500,000	-	-	-	1,000,000
IT	Mobile Data Terminal (MDT) Replacement	900,000	-	-	350,000	550,000	-	-	-	900,000
Sheriff	Training Range Enhancements	2,200,000	-	-	-	2,200,000	-	-	-	2,200,000
Sheriff	Special Operations Precinct	1,300,000	-	500,000	800,000	-	-	-	-	1,300,000
	Total - Public Safety	45,500,000	20,000,000	2,500,000	5,350,000	7,650,000	4,000,000	3,000,000	3,000,000	45,500,000
Recreation	Hiking/Biking Trails & River Walk Enhancements and Expansion	2,850,000	-	-	-	1,100,000	-	1,000,000	750,000	2,850,000
Recreation	Neighborhood Parks/Urban Parks/Open Space and Playgrounds	2,850,000	-	-	-	1,100,000	-	1,000,000	750,000	2,850,000
Recreation	Community Center Improvement/Equipment	3,750,000	-	650,000	250,000	1,100,000	-	1,000,000	750,000	3,750,000
Recreation	Sports Facility Field and Court Improvements	1,750,000	-	650,000	500,000	600,000	-	-	-	1,750,000
Recreation	Swimming Pools and Splash Pads	1,050,000	-	200,000	-	850,000	-	-	-	1,050,000
Recreation	ADA Audit & Improvements, Reforestation, and Cemetery Improvements	1,000,000	-	325,000	375,000	300,000	-	-	-	1,000,000
Recreation	Implementation of Master Plan	3,500,000	3,500,000	-	-	-	-	-	-	3,500,000
Administrator	Administration	750,000	-	125,000	250,000	125,000	125,000	125,000	-	750,000
Canal Authority	Augusta Public Art Infusion Gateway Beautification	1,000,000	-	250,000	250,000	-	-	500,000	-	1,000,000
Canal Authority	Augusta Canal Improvements	1,500,000	-	300,000	-	400,000	400,000	400,000	-	1,500,000
Coliseum Authority	Modernized James Brown Arena	6,000,000	-	1,500,000	4,500,000	-	-	-	-	6,000,000
Transit	Transit Bus Purchase	1,350,000	-	350,000	-	350,000	-	650,000	-	1,350,000
Transit	New Transit Bus Shelters	650,000	-	100,000	250,000	100,000	-	200,000	-	650,000
	Total - Quality of Life	28,000,000	3,500,000	4,450,000	6,375,000	6,025,000	525,000	4,875,000	2,250,000	28,000,000
IT	Consolidated Property Appraisal, Billing, and Collections Software (TAO/TCO) - Bond funding	3,500,000	-	1,750,000	1,750,000	-	-	-	-	3,500,000
Administration	Program Administration	3,500,000	-	500,000	600,000	600,000	600,000	600,000	600,000	3,500,000
Administration	Interest on SPLOST 7 Bonds	4,000,000	-	675,000	900,000	900,000	900,000	625,000	-	4,000,000
	Total - General Government	11,000,000	-	2,925,000	3,250,000	1,500,000	1,500,000	1,225,000	600,000	11,000,000

Augusta Georgia
SPLOST 7
Project funding timeline

Department	Project	Approved 8-18-15	Bonds - 2016	2016	2017	2018	2019	2020	2021	Totals
INFRASTRUCTURE										
Engineering	On-Call and Emergency Construction	2,350,000	-	650,000	1,000,000	-	70,000	330,000	300,000	2,350,000
Engineering	Grading and Drainage (Stormwater)	25,000,000	-	2,500,000	5,000,000	5,000,000	5,000,000	5,000,000	2,500,000	25,000,000
Engineering	Milledgeville Road Widening (North Leg to Barton Chapel Road) Concept	-	-	-	-	-	-	-	-	-
Engineering	Monte Sano Ave. Improvements (Wrightsboro Rd. to Walton Way) Concept	300,000	-	-	-	-	150,000	150,000	-	300,000
Engineering	National Hill Area Streets and Drainage Improvements (Concept and Design)	-	-	-	-	-	-	-	-	-
Engineering	Wrightsboro Road Reconstruction and Pedestrian Improvements (Highland Ave. to Marks Church Road)	8,500,000	-	175,000	525,000	4,825,000	2,975,000	-	-	8,500,000
Engineering	Skinner Mill Road Widening and Realignment (Boy Scout to Walton Way) (Concept and Design)	750,000	-	-	-	-	250,000	250,000	250,000	750,000
Engineering	Maintenance/Construction Machinery and Equipment	1,000,000	-	-	250,000	500,000	250,000	-	-	1,000,000
Engineering	SPLOST Administration	2,500,000	-	400,000	400,000	400,000	400,000	400,000	500,000	2,500,000
Engineering	Martin Luther King Drive Road Diet/Safety Improvements	1,000,000	-	-	-	-	350,000	350,000	300,000	1,000,000
Engineering	Walton Way Safety and Operational Improvements (Lake Forest Drive to Milledge Road) Design	700,000	-	-	-	-	250,000	250,000	200,000	700,000
Engineering	Forest Hill Drainage Improvements and Flood Reduction (Concept and Design)	400,000	-	-	-	-	200,000	200,000	-	400,000
Engineering	Rocky Creek Flood Reduction Improvements	6,650,000	-	-	450,000	1,720,000	1,980,000	1,250,000	1,250,000	6,650,000
Engineering	Hyde Park St. & Drg Imp. and Wilkerson Gardens	6,000,000	-	2,000,000	2,000,000	1,000,000	1,000,000	-	-	6,000,000
Engineering	Dennis Road Widening and Drainage Improvements	-	-	-	-	-	-	-	-	-
Engineering	East Augusta Roadway and Drainage Improvements - Phase III (Marion Homes Area)	4,500,000	-	4,500,000	-	-	-	-	-	4,500,000
Engineering	East Augusta Roadway and Drainage Improvements - Phase IV (Azalea, Brunswick, & Albany Street Areas)	2,500,000	-	-	2,500,000	-	-	-	-	2,500,000
Engineering	East Augusta Roadway and Drainage Improvements - Phase V (Hornsbys Area)	2,500,000	-	-	-	2,500,000	-	-	-	2,500,000
Engineering	ADA-Sidewalks-Rehab-Replacement	2,000,000	-	250,000	500,000	750,000	500,000	-	-	2,000,000
Engineering	Milling and Resurfacing - Contracts/County Forces	1,500,000	-	-	250,000	250,000	350,000	350,000	300,000	1,500,000
Engineering	Paving Dirt Roads	1,000,000	-	-	-	500,000	500,000	-	-	1,000,000
Engineering	Fort Gordon Gate Operation Enhancement (Fort Gordon Area)	1,000,000	-	-	-	-	-	1,000,000	-	1,000,000
	Total Infrastructure	70,150,000	-	10,475,000	12,875,000	17,445,000	14,225,000	9,530,000	5,600,000	70,150,000

**Augusta Georgia
SPLOST 7**

Project funding timeline

Department	Project	Approved 8-18-15	Bonds - 2016	2016	2017	2018	2019	2020	2021	Totals
Government Facilities										
Fleet	Fleet Maintenance Facility design and upgrades	1,500,000	-	500,000	-	500,000	-	500,000	-	1,500,000
Library	Renovation of Existing Facilities	500,000	-	-	-	500,000	-	-	-	500,000
Augusta Museum of History	Museum Asset Management	1,000,000	-	-	-	-	500,000	500,000	-	1,000,000
Public Facilities	New Offices for Public Defender	5,000,000	-	-	-	-	-	-	-	-
Public Facilities	Existing Facilities upgrades	5,000,000	5,000,000	750,000	850,000	1,380,000	-	1,120,000	900,000	5,000,000
Public Facilities	Animal Control Upgrades	500,000	-	500,000	-	-	-	-	-	500,000
Public Facilities	New Records Retention Center	2,500,000	-	400,000	2,100,000	-	-	-	-	2,500,000
Public Facilities	Demolish LEC at 401 Walton Way	1,500,000	-	250,000	1,250,000	-	-	-	-	1,500,000
Administration	Municipal Campus - debt service payoff	35,000,000	-	950,000	950,000	2,200,000	2,200,000	2,200,000	26,500,000	35,000,000
	Total Government Facilities	52,500,000	5,000,000	3,350,000	5,150,000	4,580,000	2,700,000	4,320,000	27,400,000	52,500,000
	Total - Infrastructure and Facilities	122,650,000	5,000,000	13,825,000	18,025,000	22,025,000	16,925,000	13,850,000	33,000,000	122,650,000
City of Blythe		1,900,000	-	950,000	950,000	-	-	-	-	1,900,000
City of Hephzibah		6,500,000	-	3,250,000	3,250,000	-	-	-	-	6,500,000
	Grand Totals	215,550,000	28,500,000	27,900,000	37,200,000	37,200,000	22,950,000	22,950,000	38,850,000	215,550,000

Augusta Georgia
SPLOST 7
Projects to be funded with Bond Proceeds

Projects to bond	Total	Debt Payments in	
		2019	2020
P25 Radio System	15,000,000	7,500,000	7,500,000
Construction of two new fire stations	5,000,000	2,500,000	2,500,000
Implementation of recreation master plan	3,500,000	1,750,000	1,750,000
New Offices for Public Defender	5,000,000	2,500,000	2,500,000
	<u>28,500,000</u>	<u>14,250,000</u>	<u>14,250,000</u>



**Finance Committee Meeting
2/9/2016 1:05 PM
SPLOST 7 Funding Timeline**

Department:	Administrator
Presenter:	Janice Allen-Jackson
Caption:	Motion to approve funding time line for SPLOST 7 projects.
Background:	<p>SPLOST 7 was approved by the voters on November 3, 2015. Collections will begin April 1, 2016 and Augusta will receive the first distribution from the Georgia Department of Revenue at the end of May 2016. Collections are projected to be \$37.2 million per year or \$3.1 million per month. Based on the projected collection rate it will take approximately 70 months or 6 years to collect the approved amount of \$215.5 million approved by the voters. The SPLOST referendum also authorized the issuance of up to \$30 million of General Obligation Bonds.</p>
Analysis:	<p>The attached project funding timeline was developed using pay as you go funding and the issuance of \$28.5 in general obligation bonds. The timeline for project funding was determine based on information included in the SPLOST project forms and discussion departments.</p>
Financial Impact:	<p>Funding will be provided on a pay as you go basis or with proceeds from the issuance of general obligation bonds.</p>
Alternatives:	Adjust specific project funding timelines.
Recommendation:	Approve proposed funding timeline
Funds are Available in the Following Accounts:	Fund 329 - SPLOST 7

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission
